



August 12, 2022

Salvation Army

**Subject: Final Status Letter for Salvation Army**

for FY21-22

**List of Contracts Reviewed:**

<b>Department / Program</b>	<b>Contract Name / Description</b>
Department of Public Health	SA-Adult: Residential Detox
Department of Public Health	SA-Adult: Residential
Department of Homelessness and Supportive Housing	Railton Place
Department of Homelessness and Supportive Housing	THP Plus
Department of Public Health	SA-Adult: STARR (Supporting Treatment and Reducing Recidivism)
Department of Public Health	SA-Adult: PRSPR (Promoting Recovery & Services for the Prevention of Recidivism)
Department of Homelessness and Supportive Housing	Harbor House
Department of Homelessness and Supportive Housing	Safe Sleeping Meals

Dear :

Thank you for your timely response to our monitoring report letter, received . In your letter, you described actions your organization has adopted and implemented to address the concerns raised in the monitoring report letter. Below is a summary of the findings listed in the monitoring report letter, corrective action taken/planned, and the status of each finding as of the close of this monitoring season.



Category	Standard	Action Taken / Planned	Status
1. Invoices	a. [Expanded] Expenses tested on invoices have supporting documentation: credit card charges and/or petty cash expenditures are all documented with an original receipt and reasonably tie to the cost allocation plan.	<p>The Salvation Army Harbor House Program is unable to align supporting documentation to the months that was under fiscal monitoring. Harbor House did spend the appropriate amounts, but not per the line items invoice indicated.</p> <p>To correct this, Harbor House:</p> <ol style="list-style-type: none"> <li>1. submitted in August 2022 a budget modification that would list a more accurate budget with proper line-item categories in the budget.</li> <li>2. developed and put into place a procedure for invoicing to HSH, modeled after the Salvation Army Railton Place HSH contract invoice, which has been acceptable the last 14 years.</li> <li>3. identified expenses such that documentation that is not submitted will be easily accessed for any interim reviews and monitoring.</li> </ol> <p>Corrective action completed as of July 2022 invoice.</p> <p>Monitoring Team Lead will review FY22-23 Harbor House invoices for conformance and update this field as soon as conformance is verified</p>	Not Yet In Conformance

Category	Standard	Action Taken / Planned	Status
10. Public Access	b. [Optional] At least two meetings with quorum status are open to the public each year	<p>The Salvation Army did not have management systems in place to ensure the proper communication of this requirement to new leadership and staff. The Salvation Army Metro Advisory Board will schedule the meetings in advance through Outlook and set reminders to post the announcement. Below are the upcoming open meetings. Major Matt Madsen will ensure that the public meetings are announced no less than thirty (30) days before the date by written notice of the meeting's date, time and location to the Clerk of the Board of Supervisors for posting (City Hall, Room 244, SF, CA 94102); and to the San Francisco Main Library Government Information Center (100 Larkin St, SF, CA 94102).</p> <p>October 18, 2022. 8:00am-9:15am  May 16, 2023. 8:00am-9:15am</p> <p>Corrective action (posting public meetings) will be completed by September 1st, 2022.</p> <p>Monitoring Team Lead will reach out in early September to verify conformance and update this field as soon as conformance is verified.</p>	Not Yet In Conformance

Category	Standard	Action Taken / Planned	Status
10. Public Access	c. [Optional] These two meetings are announced to the general public at least 30 days in advance through the SF Public Library and the Clerk of the Board of Supervisors	<p>The Salvation Army did not have management systems in place to ensure the proper communication of this requirement to new leadership and staff. The Salvation Army Metro Advisory Board will schedule the meetings in advance through Outlook and set reminders to post the announcement. Below are the upcoming open meetings. Major Matt Madsen will ensure that the public meetings are announced no less than thirty (30) days before the date by written notice of the meeting's date, time and location to the Clerk of the Board of Supervisors for posting (City Hall, Room 244, SF, CA 94102); and to the San Francisco Main Library Government Information Center (100 Larkin St, SF, CA 94102).</p> <p>October 18, 2022. 8:00am-9:15am  May 16, 2023. 8:00am-9:15am</p> <p>Corrective action (posting public meetings) will be completed by September 1st, 2022.</p> <p>Monitoring Team Lead will reach out in early September to verify conformance and update this field as soon as conformance is verified.</p>	Not Yet In Conformance

For any item labeled 'In Conformance', the Department has determined that the actions described in your letter are satisfactory and the standard has been met.

Findings labeled 'Not Yet in Conformance' require completion of the City approved corrective action plan within the timeline established in the plan (or reasonable progress toward completion for longer-term action plans) in order to come into conformance with City monitoring standards.

***Standards will be reviewed in next year's monitoring cycle. Per the City's corrective action policy, certain findings repeated in two consecutive years may result in your organization being placed on Elevated Concern status. General nonresponsiveness, including failure to implement or to show reasonable progress toward implementation of an approved plan by the established deadline, may also result in being placed on Elevated Concern status.***

***Nonprofits remain on Elevated Concern status until they have implemented an approved corrective action plan to the satisfaction of funding City department(s). Nonprofits on Elevated Concern status are usually required to participate in City-monitored technical assistance to address outstanding fiscal and compliance findings. Elevated Concern will not result in defunding, though if a nonprofit is continually unresponsive to technical assistance and remains out of compliance with monitoring requirements, the status may be heightened to Red Flag, for which de-funding is an option. Certain findings repeated in three consecutive years may also result in your organization being placed on Red Flag status.***

***For more information on Elevated Concern status, as well as the standard monitoring and corrective action process, please review the attached Corrective Action Policy.***

Please contact me at [415-3555218](tel:415-3555218) should you have any questions.

Sincerely,

Gabriel Canale

Lead Monitor

cc: Insert Executive Committee, Board of Directors name

Wasim Samara

**Executive Director/CEO:**

**CFO:**

**Board President:**

**Other:**

**Other:**

